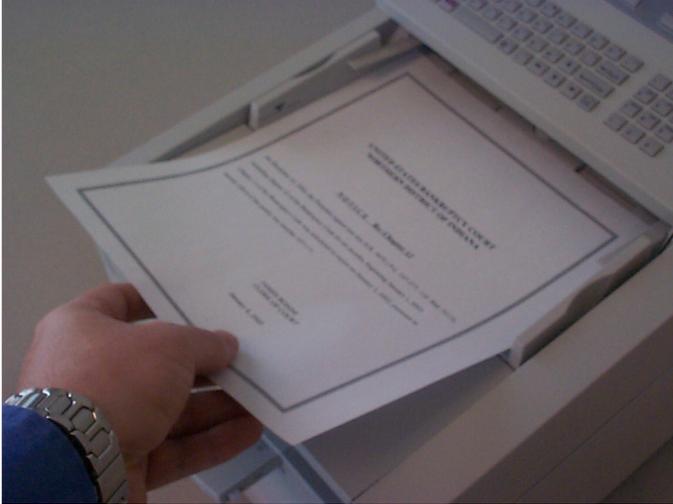


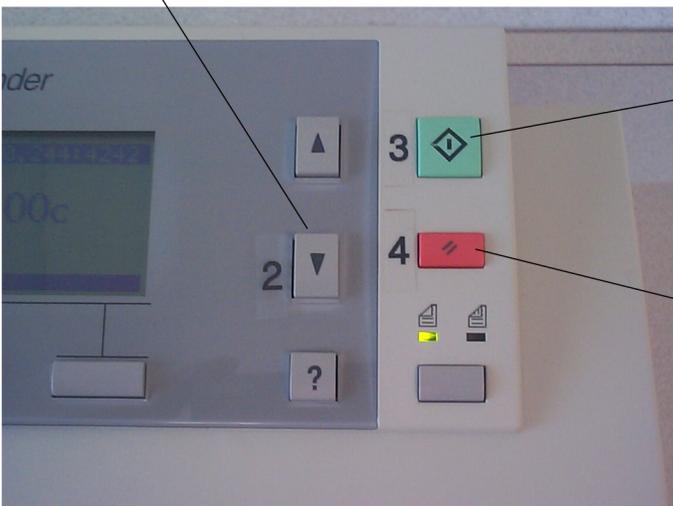
Scanning Instructions



Step 1 - Insert entire document to be scanned into the the Digital Sender, head first, face up. Press the "PC" Button (Button 1) on the Digital Sender..



Step 2 - Press the down arrow (Button 2).



Step 3 - Press the green "Scan" Button (Button 3).

Step 4 - When scanning is complete, remove the document and press the red "End" Button (Button 4). Return to Step 1 to scan another document.

When finished, return all scanned documents to the Intake counter to complete the filing process.